

GENERALIZED PROTOCOL FOR IMPLEMENTING SUBTITLE D FLEXIBILITIES

- 1) Application to the EA Section
- 2) CIWMB Clearinghouse routes application to appropriate branch
- 3) Decision is made regarding application by the CIWMB or the CIWMB's designee
- 4) Notify applicant of CIWMB decision

SUGGESTIONS FOR IMPLEMENTING PROTOCOL

- 1) Application to the EA Section
 - a) Standardized form for tracking all requests for flexibility
 - b) One application for each request
- 2) CIWMB Clearinghouse routes application to appropriate branch
 - a) Clearinghouse checks to ensure all attachments are included
 - b) Clearinghouse routes to appropriate staff (established procedure)
 - c) All applications tracked using computer database
- 3) Decision is made regarding application by CIWMB or CIWMB's designee
- 4) Notify operator of CIWMB decision
 - a) Standardized response form used for tracking
 - b) Process for appeal explained on response form
 - c) Response routed back through Clearinghouse for tracking
 - d) Response letters in electronic boiler plate form